

## Procurement Procedures

### Schedule of Availability of Service

Monday to Friday  
8:00 A.M. to 5:00 P.M.

### Who may avail of the Service

Employees  
Bids and Awards Committee

**Duration:** 3-6 weeks

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	Send LPR/WOR	Receives LPR/WOR		EA		LPR/ WOR
2		Reviews LPR/WOR for completeness and assigns to Buyer		PSMD Chief		-
3		Logs LPR/WOR in pertinent logbooks		Buyer		-
4		Prepares Bid Documents		Buyer		
5		Approves Bid Documents		PSMD Chief		-
6		Release Bid Documents to prospective bidders		Buyer	1/10 <sup>th</sup> of 1% of the ABC	
7	Bidders	Purchase Bid Documents				
8		Process LPR/WOR according to R.A. 9184		Buyer		
9		Endorse Bid Summary to PSMD Chief		Buyer		
10		Endorse Bid Summary and Bid Documents to BAC		PSMD Chief/ BAC Secretariat		

<b>Step</b>	<b>Applicant/Client</b>	<b>Activity</b>	<b>Duration of Activity (under normal circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Forms</b>
11		Evaluates and recommends approval of Bid Summary and Bid Documents		BAC		
12		Approves BAC recommendation		HOPE		
13		Seek Budget Clearance		Buyer		
14		Prepares Contract or Purchase Order		Buyer in coordination with the Legal Dept.		
15		Approves Contract/Purchase Order		Approving Authority		
16		Serve Purchase Order/Contract to winning bidder		Buyer		
17		Logs Contract/Purchase Order in pertinent books		Buyer		
18		Coordinate delivery/service of work with proponent		Buyer		
19	Supplier/ Contractor	Completes delivery/service				
20		Inspects and accepts delivery/service		Buyer with Proponent		
21		Prepares DV for payment of Supplier/Contractor		Buyer		

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